An International Association of Technology & Computer User Groups

COMMITTEE
JOB DESCRIPTIONS

ALLIANCES

Purpose: Solicit new sponsors for user groups and APCUG conferences.

- Solicit new sponsors for user groups and APCUG conferences.

- Maintain a relationship with said sponsors to ensure their continued sponsorship.

- Maintain an up-to-date contact list of sponsors to include:
    - Contract name & title
    - Company Name
    - Address
    - Contact Phone
    - Contact e-mail address

- Inform Benefits Committee Chair when there is a new sponsor so information can be sent to user group officers relative to review product, meeting door prizes, discounts, etc.

- Inform Website committee when there is a new sponsor so information can be uploaded to the website.

- Inform conference chair of sponsors in order for the Conference committee to work with the contact to provide door prizes, items for the welcome bags, and/or give a presentation.

- Inform Speakers Bureau chair of new sponsors so they can be offered the opportunity to give presentations to member ships via the Speakers Bureau.

BENEFITS / BENEFITS DEVELOPMENT

Purpose: Coordination of “Benefits of Membership” for the organization.

Responsibilities include:

- Solicit ideas for new benefits from member groups
- Develop new benefits that are of interest to APCUG’s member groups
- Review and update all present benefits
- Maintain / update Benefits of Membership document
- Maintain a list of contacts that provide benefits to APCUG or its member groups
- Keep Discounts List on APCUG’s website up-to-date
- Periodically send Discount List to member groups via NOOZ or a stand-alone e-mail

BY-LAWS

Purpose: Ensure By-Laws and AOI are up-to-date and that APCUG is adhering to the documents.

- If it is determined that the By-Laws and/or AOI need to be revised, form a committee to update the document(s).

- After the documents are revised, request the President include the pertinent document on the BOD agenda for approval.

- Annual Meeting:
    - Inform the person chairing the Annual Meeting of the need for attendees to vote to approve the revised document(s); information should be included on the Annual Meeting agenda.

CONTESTS

Purpose: Ensure annual contests are held in a timely manner

- The digital photo, newsletter and website contests are usually held prior to the annual conference. If there isn't an annual conference, they can be held 12-months after the previous contest.

- If member groups publish a newsletter (electronic or hard copy) or have a website, they are encouraged to enter those contests.

- Individual members are invited to enter their digital photos in that contest.

- Determine contest prizes for 1st, 2nd and 3rd in each contest as well as digital photo contest Best of Show if conference attendees vote on the photos.

- See Contest How-tos for detailed information on organizing the contests.

How-To….

- Volunteers needed:

    - Two-three committee members
    - A minimum of two judges each for the newsletter and website contests (prefer three).
    - A digital photo club or professional judges for the digital photo contest.

- Review criteria for all three contests and update as required.

- Decide on prizes to be awarded for 1st, 2nd and 3rd place in each contest and for the Photo Best of Show.

- Determine how judges are going to access the newsletters and/or websites as well as how the pictures will be made available to those judges.

- Have updated 1st, 2nd and 3rd place logos created for each contest as well as Best of Show for the digital photo contest if there is a conference. This award is determined by conference attendees.

- Depending on the timeframe for the contests, write an article for Reports, include the information in NOOZ, etc.

- Prepare and send an e-mail to all groups no later than 2-1/2 months prior to awarding the prizes, sending certificates, etc. with all entries to be submitted within 30 days.

- Send a reminder e-mail before the end of the month and a last-minute reminder the week before the end of the submittal process.

- Acknowledge each submittal with a thank you e-mail for whatever they submitted.

- Create spreadsheet for individual judges. They should have at least 2-3 weeks to complete that process.

- Average the spreadsheet results to determine the winners.

- For Best of Show competition, print copies of photos for display at conference, numbering each photo for balloting. Suggest copying to a flash drive and printing at Wal-Greens, CVS, COSTCO, or SAMs Club.

- Create ballots for use by conference attendees and an appropriate receptacle for submitting completed ballot. There is a single choice, no 1st or 2nd or runner up.

- If the contest prizes and/or certificates are to be awarded at a conference, send names to Conference Chair to see who will be attending for the in-person awards.

- Send certificates / prizes to winners.

- Prepare article for Reports as well as information to be uploaded to the website.

- NOTE: Boilerplate criteria, Reports article, e-mail messages, etc. are available in APCUG's shared Google Drive.

- Send expense report and receipts to treasurer for reimbursement.

DON SINGLETON VOLUNTEER OF THE YEAR

Purpose: Ensure DS VOTY competition is held annually during the month of November.

Volunteers are the backbone of APCUG and its member groups; they are what keep their user groups viable. Volunteers come in all shapes, sizes, and personalities plus they all have a different reason for volunteering. They are idea people and do-it people. All user group volunteers have this in common: their advocacy for technology and their dedication and commitment to their user group.

To honor long-time Director Don Singleton, who passed away in 2012. APCUG established the award which recognizes the importance of volunteers to APCUG's member groups.

A committee shall be formed to manage the annual DS VOTY competition.

See How-tos for detailed information….

- Annually, no later than October, convene a DS VOTY committee. Review the selection criteria to determine if anything needs to be changed.

- Locate three volunteers to be judges: One or two sponsors; one or two individuals formerly involved with APCUG, etc. No one actively involved with APCUG should be a judge.

- Reports - Include VOTY information in the October issue that is sent to all officers listed in the UGLS; giving them notice that nominations begin November 1.

- NOOZ – send VOTY information to the BODA chair to be included in the NOOZ with Q3 Reports as an attachment.

- No later than the beginning of November, send an e-mail to all officers in the UGLS soliciting nominations for that year's DS VOTY. E-mails contain history of VOTY and criteria.

- Acknowledge each e-mail with a thank you for the nomination and reminding the sender that a head shot is needed to be included in Q1 Reports and posted on the website the following January.

- Send a reminder e-mail mid-month.

- Send a last-minute reminder e-mail to all officers the last week of the month.

- Nominations end November 30.

- Prepare VOTY spreadsheet and send to the three judges; requesting forms be returned no later than 12/31.

- Compile results of the judges; inform each person who nominated someone for the VOTY of who was selected and that a certificate of participation will be sent that can be awarded at a general meeting.

- Purchase plaque to be sent to the person who nominated the selected VOTY.

- Send certificates of participation and VOTY plaque to each group.

- Prepare article for Q1 Reports and send to Reports chair by the end of the 1st week of January.

- Determine when the VOTY will be awarded. Since it's usually a surprise, send information to Website committee to be uploaded to the website around the time of the meeting.

- NOTE: Templates are available for e-mails, Reports article(s), certificates of participation, plaque, etc.

- Send expense report and receipts to treasurer for reimbursement.

ELECTION / NOMINATING COMMITTEE

Purpose: The Nominating Committee shall ensure APCUG has a full list of candidates for open Director and Advisor positions. The Election Committee shall ensure APCUG conducts its annual election in a timely manner in November of each year.

Call for Elections
The Call for Elections shall be issued by the Board of Directors in the 3rd quarter of each year.

Nomination Procedure

- The Nominating Committee shall assemble a list of willing and qualified candidates for the Board of Directors and Board of Advisors. At least one candidate should be found for each open Director and Advisor position.

- The Board of Directors, by majority vote, may nominate one or more individuals so long as no nominees have their principal member in the same member group as a Director who will continue to serve in the next year.

- The Nominating Committee shall solicit candidates from member user groups as well as communicate with Directors and Advisors who are up for re-election as to whether they want to be a candidate for that office.

- Candidates will provide the Nominating Committee with a short biography highlighting their user group and APCUG experience. They may also include their goals for APCUG. A head shot should be included for use in Reports and on the website.

- See Section 3.14.12 of the By-Laws for detailed information.

- The Chairman of the Nominating Committee shall present the slate of officers to the Board of Directors for approval at the monthly meeting prior to the ballot being sent to the President & APCUG Representative of each member group.

- Voting shall take place in November via an online form.

- The winning candidates shall be announced to the membership via an e-mail sent for that purpose the last week in December.

- The winning candidates shall take office as of January 1 of the following year.

MEMBERSHIP COMMITTEE

Purpose: Ensure member group information in the UGLS is up-to-date. The committee shall work closely with the Chair of the Board of Advisors to accomplish this task. The Committee is responsible for the annual membership renewal process beginning in October and ending the last day of February. This is accomplished by:

- At the Committee's discretion, hold an Early Bird contest to motivate groups to renew by December 31.
- Send at least three e-mails to member groups prior to December 31, one in October and November, a last-minute e-mail in December, January (noting renewal is past-due) and another last-minute e-mail in February.
- Send an acknowledgement e-mail to each group as they renew, including the name of their Advisor and e-mail address
- Copy the group's Advisor as well as the BODA Chair
- Update UGLS information obtained from the Membership form
- Follow-up on the reason group(s) don't renew their membership.
- At the end of the process, send a list of non-renewed groups to the OLS Committee and the Chair of the Board of Advisors so those groups having a hosted website can be informed the hosting will cease.

Input information into the UGLS when a new group joins APCUG; send an acknowledgment e-mail with the name of the group's Advisor; copy the BODA Chair.

ONLINE SERVICES COMMITTEE

Purpose: Maintain APCUG's communication system to ensure ease and reliability of communication between Directors and Advisors as well as with member groups.

- Non-profit Gmail E-mail Accounts
- Shared Google Drive Storage
- Hosted Websites

- APCUG shall host a member group's website as a benefit of membership.
- A list of member groups with hosted websites shall be maintained. The list shall contain name of user group contact (webmaster), ???, ???, ???
- The list shall be reviewed and updated twice a year to ensure hosted websites are still active and the group is a member in good standing.
- One review shall be in March after the deadline for membership renewal.
- Those groups not renewing their membership shall be notified that they have ?? days to move their website to another host.
- Info about how much support is offered to groups moving their website.
- APCUG has not be responsible for creating websites except for www.apcug2.org.

POLICIES & PROCEDURES COMMITTEE

Purpose: To maintain up-to-date policies and procedures to ensure the successful operation of APCUG.

The manual contains:
Detailed Committee procedures to ensure the smooth running of Committees from year-to-year including, but not limited to, suggested e-mail messages, Reports articles, contest criteria, etc. to assist in a a smooth transition for new Committee members.

PUBLICATIONS

Purpose: Compile, edit, and publish APCUG's quarterly news magazine - *Reports*.

- Solicit articles from Directors, Advisors, and Committee Chairs.
- Advisors shall submit an article on selected groups in their region that shall contain information about meetings, fundraising activities; i.e., information that can be used by other member groups.
- Region groups shall be divided by four and an equal number of groups shall be featured in each issue.
- Articles shall contain the following group information:
    - Name of group
    - URL / Facebook URL / Twitter / Meet Up information, etc.
    - Use of graphics is encouraged providing they are not copyrighted
- One section shall include articles of General Interest to member groups
- Reports shall also include the following:
    - Message from the president
    - Treasurer's Report
    - Membership Report
    - Committee Reports, as relevant
    - Articles on Contests, Don Singleton VOTY, etc.
    - Organization, Officer, Director and Advisor contact information
    - Committee information
- Article submittal and publishing date are included in each issue of Reports

PUSH

Purpose: Ensure articles and/or reviews of interest are sent to member group editors throughout the year to be used in their newsletters.

- Member group editors are encouraged to submit their members' original articles to be included in PUSH.

- Articles may be found in member group newsletters for republishing and/or columnists that have agreed their articles may be republished in member group newsletters.

- A covering e-mail shall be included with each issue of PUSH which includes the name of the article, author, user group, and word count. Plus a short description of the article.

- Standard attribution at the top of each article shall include:

- Name of article
- Author, title (member of, editor, etc.), name of user group, state
- Month Year issue, Name of newsletter
- Website address
- Author or editor's e-mail address

SOCIAL MEDIA

Purpose: Ensure information about APCUG and member group activities are shared via Facebook and Twitter.

- Create a Social Media strategy to accomplish APCUG's goals
- Determine ways information about APCUG can be shared via Social Media
- Create a list of things APCUG does that can be shared via Social Media such as:
    - Virtual Technology Conferences
    - New Speakers Bureau presenters / presentations
    - Election information
    - Annual / Regional Conference
    - Yearly Contests
    - Don Singleton VOTY
    - New Benefits
    - Quarterly Reports availability
- Post current technology information of interest to member groups

- Encourage member groups to Like APCUG's Facebook page as well as follow its Twitter feed.

SPEAKERS BUREAU

Purpose: Ensure presenters and presentations are available for member groups to use for webinar meetings

- Maintain a list (on the website) of presenters and presentations
- Solicit new presenters and presentations to enhance the Speakers Bureau benefit
- Answer receipt of request for a presentation by a member of the Speakers Bureau in a timely manner
- Forward the request form to the presenter in a timely manner
- The presenter will contact the group to arrange the presentation
- If presenter is unable to give the presentation, he/she will let the coordinator know status or reply directly to requestor
- If to the coordinator, he/she will let the requestor know status in a timely manner

UGLS (APCUG's Membership Database)

Purpose: The UGLS is the database used to maintain officer information in order to ensure timely and accurate communication with member groups.

- Coordinate with programmer to ensure UGLS is online, request revisions, updates, etc. that enable the database to be accessible to Advisors and those who need to communicate with member group officers.

- Groups may use the information in the UGLS to coordinate meetings with groups in their area.

- Prospective sponsors, presenters, etc. may use the UGLS to contact member groups.

- Assign log-ins and passwords to new member groups; President and APCUG Representative are the usual recipients although another officer can be designated as the person responsible for updating their group's records.

- Answer e-mails sent via the UGLS in a timely manner

- Ensure requests for assigned password information are answered in a timely manner.

VIRTUAL TECHNOLOGY COMMITTEE

Purpose: To plan and implement four (4) virtual technology conferences (VTC) per calendar year for APCUG-member groups. APCUG offers group members the opportunity to enhance their skills and introduce them to new technology, as well as offer sessions with information for operating a user group.

Responsibilities include:

- Schedule presentations
- Assign tracks
- Assign moderators
- Record the presentations
- Edit the presentation recordings
- Upload the presentation recordings to APCUG's YouTube channel

Recruit presenters

- Obtain the presenters' bios and pictures
- Obtain the presentation descriptions
- Obtain the presenters' slides
- Send acknowledgement e-mail to presenters, including information re training session
- Send thank you e-mail to presenters

Promotion

- Send VTC information to person responsible for updating the VTC web pages
- Send VTC information to member groups via Reports, NOOZ and individual emails

Post-VTC

- Evaluation / feedback
- Edit the session recordings
- Upload them to APCUG's YouTube channel
- Send thank you email to all presenters
- Send email to attendees when presentation slides have been uploaded to APCUG's website and the recordings to APCUG's YouTube channel
- Include the information in the next NOOZ sent to all member groups
- Have web pages updated
- Update VTC e-mail list for those who want advance information about future conferences

WEBSITE COMMITTEE

Purpose: APCUG's website is the centerpiece of the organization's Internet strategy that also includes Social Media

- Define goals and objectives for website.
- Use the website to promote APCUG's activities such as:
    - Virtual Technology Conferences
    - Yearly Contests
    - New Benefits
    - Help for User Groups
    - Membership Renewal
    - Election information
    - Director / Advisor Contact Information

- Ensure the website is updated in a timely manner.
    - Director & Advisor contact information
    - Committee Information
    - Member Benefit information
    - Speakers Bureau presentations / presenters
    - Sponsor News
    - Member Group News